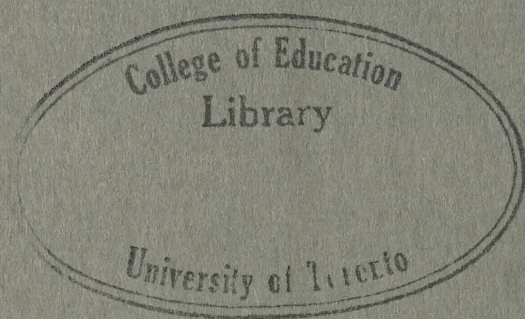


Secondary school teacher
certification

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Ontario Secondary School
Teachers' Federation

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Secondary School Teacher Certification

A statement of information and clarification in the field of secondary school teacher certification in the Province of Ontario.

Published by

**The Ontario Secondary School Teachers' Federation,
Federation House, 1260 Bay Street,
Toronto 5, Ontario**

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Foreword

The purpose of this booklet is to outline those events relating to Certification which have occurred to date and to give details of changes which have been introduced. It is felt that a record of the history of the Certification Policy of the Ontario Secondary School Teachers' Federation and the development of the Policy subsequent to its adoption by the Annual Assembly of the O.S.S.T.F. in December, 1958, will be valuable to both present and future secondary school teachers of Ontario.

Consequently, considerable detail has been included, designed to assist the teacher interested in improving his professional qualifications. The various subject areas have been dealt with separately to make it easier for a teacher concerned with his own special subject.

It is realized that many individuals not directly engaged in secondary school teaching will be interested in the Certification Plan. They will find that the preamble to the Certification Plan and the history of the Plan contain the basis for many of the policy decisions relative to the various subject areas.

As Chairman of the Standing Committee on Teacher Certification, I am pleased to be able to recognize here the devoted assistance of the many committee members who brought this plan to its present stage. Their wisdom and experience have been essential ingredients in the success of this venture on behalf of the secondary school teachers. They have shown a keen awareness of their responsibilities to their fellow teachers in their thorough and careful analysis of the many problems which required decisions. Their faithful attendance at innumerable weekend meetings and their unfailing courtesy to the individuals and delegations with whom we met have made my work a pleasure.

On behalf of the Committee, I would like to thank the many delegations who supplied us with detailed knowledge concerning their subject areas. The oral and written briefs they submitted formed a sound basis for the Committee's final recommendations.

May I add my personal thanks to Miss Barbara Adams and the office staff at our Federation headquarters who have been most helpful in the preparation of the manuscripts.

E. T. PHERRILL,
Chairman,
Standing Committee on Certification.

Foreword

The publication of this booklet has been delayed for a considerable length of time. It became apparent early in 1961 that the Department of Education would be making some changes both in the nomenclature of teaching certificates and in its Circular 649, "*Academic Requirements for Admission to Courses and Examinations at The Ontario College of Education leading to The Interim High School Assistant's Certificate, Type A, as approved by The Minister of Education, Province of Ontario*". Then, when these changes had been incorporated into the manuscript, the Department of Education announced three new Vocational Type B Certificates, two for teachers of the Occupational Training courses to be established in 1962, and one for Commercial teachers. Since these certificates have been designated as basic teaching certificates for secondary school teachers, the Committee felt that the changes which they involve should be made in the booklet before going to press.

PHYLLIS A. MONKMAN,
Chairman,
Standing Committee on Certification.

December, 1962.

Acknowledgments

We wish to acknowledge at this time the many O.S.S.T.F. members who have served on successive Certification Committees; and particularly those to whom we are indebted for initiating the study out of which the present Certification Policy has grown.

We wish to acknowledge also the assistance and co-operation of the many offices and individuals in the Department of Education, College of Education, and the universities of the Province of Ontario who have contributed materially to the successful implementation of the Policy.

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History of the Certification Plan

One of the many changes which have occurred since 1945 has been the great increase in the proportionate number of non-Specialists in Ontario high schools. This can be accounted for partly by the attraction of industry for the Specialist and partly by the desire of graduates to seek jobs with high starting salaries. Consequently, if our schools were to maintain a high percentage of Specialist teachers, a plan had to be devised to attract honour graduates to teaching and to provide non-Specialists with the means for completing the requirements of Specialist standing.

At the 1955 Annual Assembly of the Ontario Secondary School Teachers' Federation, the following resolution was passed:

"That the Provincial Education Committee act in conjunction with the Universities and the College of Education to study the subjects taken in Honour Courses at the Universities, with reference to the requirements for Type A Certificate, so that more graduates from the Universities might qualify for the Type A Certificate".

At the 1956 Annual Assembly, the following resolutions were passed:

"That we ask the Department of Education to encourage our non-Specialist members to attain Specialist standing by making sure that the necessary courses are provided at suitable times;

"That the Provincial Executive of the O.S.S.T.F. approach the Department of Education and the Ontario College of Education concerning the establishment of summer and night courses which will make it possible for teachers holding Type B Certificates to raise their qualifications to Type A in suitable centres in the Province (in addition to Toronto)".

With these resolutions as a basis for its actions, the Professional Development Committee of the O.S.S.T.F. began to explore the whole question of the certification of secondary school teachers.

The O.S.S.T.F. learned that the Department of Education had already commenced discussions with the seven Ontario Universities with regard to the prescriptions for Specialist standing in academic subjects. Some of the universities had had unfortunate experiences in attempting to offer summer courses for the upgrading of secondary school teachers. The universities had attempted to offer too many courses with the result that in most courses there were not enough students to continue.

There seemed to be a feeling among the teachers holding Interim High School Assistant's Certificates, Type B, or Permanent High School Assistant's Certificates that the requirements for upgrading to become Specialists in academic subjects were too lengthy and too difficult to obtain. There was no desire to lower the standards for Honour Degree courses, but many teachers felt that there should be some recognition for having completed additional university courses.

A combined meeting of the Standing Committee on Professional Development and the Standing Committee on Teacher Training, Certification and Supply was held on Saturday, February 23, 1957. As a result of this meeting, it was decided to recommend to the Provincial Executive of the Federation that a conference on the Certification of Secondary School Teachers be held on Saturday, March 23, 1957. The Provincial Executive concurred in this recommendation.

First Conference

Representatives of the O.S.S.T.F. met on March 23, 1957, with representatives from the Department of Education, Ontario College of Education, seven Ontario Universities (Assumption, Western, McMaster, Toronto, Queen's, Carleton and Ottawa), the Ontario Headmasters' Association and the Association of Secondary School Superintendents. As the outcome of this conference a sub-committee was appointed to

study the upgrading of certificates and to make specific recommendations for a second conference scheduled for April 13, 1957.

Second Conference

At this second conference the recommendations of the sub-committee were considered, along with the plan presented by Dean A. C. Lewis, Ontario College of Education.

The significant feature of this plan was the proposal for endorsement of the Interim H.S.A. Certificate, Type B, and the Permanent High School Assistant's Certificate. The endorsed certificate is a recognition by the Department of Education that a teacher holds a minimum amount of specialization in an academic field. Furthermore, it is a recognition of the efforts on the part of many teachers to improve their academic background. To have either of these two certificates endorsed, the applicant is required to have standing in 5 courses (15 credits) in any one of the following subjects or 8 courses (24 credits) in two related subjects: English, History, Geography, Latin, French, German, Greek, Spanish, Mathematics, Physics, Chemistry, Botany, Zoology.

These courses, each requiring three hours a week in the regular session, may be taken in summer or evening sessions or may have been taken as part of the undergraduate programme. If the courses were taken prior to January, 1958, pass standing is required. If these courses were taken subsequent to January, 1958, an average of second class honours is required.

Following considerable discussion, the conference gave its approval of this plan. The conference also favoured the action of the Minister of Education in setting up a committee consisting of Departmental officials and appropriate university authorities to review the academic minima for the granting of teaching certificates. At this point, the Chairman of the Professional Development Committee pointed out that the conference had dealt only with the qualifications of the academic teachers and had not considered the qualifications of vocational and commercial teachers.

The conference favoured consideration of equating vocational teachers' certificates with (a) academic specialist's, (b) endorsed and (c) Type B certificates respectively as follows:

- (a) A Vocational Specialist's Certificate or an Interim Vocational Certificate, Type A, plus an acceptable university degree;
- (b) A Vocational Specialist's Certificate or an Interim Vocational Certificate, Type A;
- (c) A Permanent Vocational Certificate or an Interim Vocational Certificate, Type B, or Permanent Ordinary Vocational Certificate.

Toward the close of the conference, it was agreed that the constituent bodies would discuss the above plan. If the plan received sufficient approval, a letter would be sent from the conference to the Minister of Education on behalf of the approving bodies suggesting that he consider the idea of endorsement of the Interim High School Assistant's Certificate, Type B, and the Permanent H.S.A. Certificate in a subject or subjects after the prescribed work in the subject field had been completed.

Easter Meeting of the Provincial Council — O.S.S.T.F. — 1957

At the Easter Council Meeting, the three-level classification plan was presented. It was pointed out to the Council that the only new idea with regard to certification would be the provision for the endorsement of the Interim High School Assistant's Certificate, Type B, and Permanent High School Assistant's Certificate of teachers who complied with the above requirements. Before any action would be taken, it was necessary for the plan to be approved by all the constituent bodies of the conference. The Universities had agreed to offer summer courses on a co-operative basis to prevent overlapping so that there would be sufficient students for any given course and so that the professors in any one department at a university would not be overburdened by the repeated summer work.

The Certification Committee was instructed to produce a chart of equivalents for consideration by the membership. This

was done and presented at the Annual Assembly in 1957. The Assembly studied the proposals and returned them to the Committee with instructions to receive briefs and hear delegations in all subject areas with a view to producing a revised chart for study by the membership in the fall of 1958. The Committee carried out these instructions in the winter and fall of 1958 and recommended to the Annual Assembly in December, 1958, that a Certification Plan with four groups be approved. The Assembly adopted the Committee's recommendations with minor amendments.

The Plan, as adopted at that time, is substantially the same as the Plan outlined in this book.

The Assembly of 1959 considered some minor amendments recommended by the Committee which have been included in

the Policy Statement. The most significant amendment made at the end of the first year of operation was the decision to require a year's notice of motion before adopting any amendments which affected the principles of the Plan.

In the calendar year of 1959, approximately 75% of the teachers in the Province of Ontario were paid according to a 4 category salary schedule which reflected the four Certification Groupings described in this policy statement. The indications at the present time are that more and more teachers and school boards see in the Plan a means of professional improvement. The willingness of school boards to adopt the Plan, even with their own minor variations included, and the stream of teachers returning to college to improve their standing, is a clear indication of the success of the Federation Certification Policy.

Preamble

The Ontario Secondary School Teachers' Federation has consistently maintained that pay differentials should be based upon responsibility, experience, and qualifications. The Federation has obtained recognition of responsibility and teaching experience in salary schedules throughout the Province. But the qualifications factor, being much more complex, has been largely ignored. As the result of diverse new developments in secondary education referred to in the "History of the Certification Plan", the pattern of requirements for specialist certificates, particularly, became confused by the intrusion of many inequities. Before pay by qualifications could be meaningful and just, the chaos in certification had to be straightened out. To assess and relate qualifications by a logical system of ascending groups from

the minimum to the highest desirable requirements was the only rational method of tackling the problem.

Besides restoring order and equity, the "Groups" approach had two other commendable features. First, with the exception of endorsement, the adoption of the scheme did not require any alteration of existing certificates or any action on the part of the Ontario Department of Education.

Secondly, the ladder of certification provided a powerful and attractive stimulus for members to improve their professional qualifications by further studies. The Ontario universities and their extension departments have been urged to meet the demand by providing the necessary additional courses.

Basic Considerations

1. A Professional Firmness About Principle

The Committee, charged with the establishing of a certification policy, received various appeals for special treatment. But constantly the Committee tried to keep in mind the greater objective of the whole profession's long-term interests. The requirements for Specialist Certificates should be of a high standard yet some certificates, in the Committee's opinion, have in actual fact been easier to get than others. Professional integrity demands objectivity and tough-mindedness so that high standards will not be sacrificed to sentimental expediency.

2. Equating the Various Levels

The difficulties of equating four levels in twelve different areas were enormous. By and large, the Committee used the academic area as a basis for comparisons. It should be noted that an attempt was made to equate horizontally as well as vertically. In some cases, however, an equation was reached only by equating after two or three levels had been covered.

3. System of Weighting

The proposals of various groups regarding suitable criteria in the equating of qualifications forced the Committee to study most carefully the basic considerations in assessing the relative value of certificates. The following factors in the formula were recognized:

Time Factor

There is an obvious and important difference in the time required to complete a 3-year degree and a 4-year degree, or a single summer course and four summer courses.

Standards of Course

Courses vary not only in time spent but also in the standards of proficiency required. The search for a reliable measure

of university standards forced the Committee eventually to the conclusion that the major Ontario universities keep this trust; their standards are the most consistent and dependable which are available. When universities in comparing B.A.'s indicate that the Honour B.A. course is the more challenging and the Pass B.A. less challenging, they are providing tangible evidence of the difference in the standards of scholarship demanded.

Degree of Specialization

Obviously the depth of knowledge in a particular field is a necessary criterion in determining whether or not a teacher merits Specialist rating. Moreover, it has been a notorious fact that the attempt to convert an Interim H.S.A. Certificate, Type B, into an Interim H.S.A. Certificate, Type A, in an academic subject was much more difficult than to obtain a Specialist Certificate in other fields. In some cases it was virtually impossible to obtain a Type A Certificate in an academic subject area by upgrading. The wide discrepancy that existed here was amply illustrated by the number of academic teachers who entered other departments in order to become Specialists. The diversity of requirements for specialization in the various fields has created a condition of inequality.

Breadth of Formal Education

As a professional body concerned with knowledge, learning, and culture, teachers should be well-educated themselves. It must be a matter of concern that the formal academic education of some secondary school teachers does not go beyond the secondary school level; even in certain college courses there is the same lack of a broad general education. In a full three- or four-year college programme, where an adequate number of courses outside the specialty are not provided, it may be questioned if over-specialization is not denying the cultural advantages of a broader education. A practical consideration in this connection is the fact that some teachers are asked to teach a variety of subjects.

4. Factors Not Recognized

It will be noted that the Committee did not recognize other factors that had been suggested to it.

The Demand for Teachers in Certain Fields

Representatives of non-academic groups sometimes suggested that the teacher supply in their fields was so precarious that imposition of higher standards for top-category status would seriously affect teacher recruitment. The Committee seriously doubted that higher professional standards frighten new recruits away.

Probably the reverse is true. Furthermore, the Committee was of the opinion that if teacher shortage were to be a criterion the Honour B.A. Specialist should be placed in a higher group because the shortage of academic Specialists is perhaps the most critical of all.

Recognition of Special Skills and Talents

The Committee could not support the view that individuals possessing special talents, such as musical, artistic, technical, physical, should be additionally accredited beyond basic certification. The capacity to be a top-notch teacher in any field is an uncommon talent.

The Groups

The Top Group: Specialist at Honour Level

The topmost bracket of a professional group performs a highly important symbolic function. It signifies to the members and to the public those qualities and qualifications upon which the profession sets a premium value. To render its maximum service, the top group must have recognized pre-eminence. The Honour B.A., for example, meets this requirement, for it is universally recognized that the possession of an Honour B.A. from a university of standing is a mark of academic distinction. It must be candidly realized that it may not be possible for all teachers to obtain that top group standing.

For teachers who hold a Specialist certificate without an Honour Degree, the Committee stipulated five additional university courses related to the specialty with 66% standing in each to approximate the requirements of an Honour Degree.

With respect to Vocational teachers, the Committee believes that any acceptable university degree or acceptable progress towards a degree combined with extensive training of the Specialist in a particular field, is comparable to the academic qualifications of the Honour Academic Specialist.

The Specialist Group

Two divisions are recognized under the Specialist group. For the first division, Specialist training is, of course, necessary. All teachers in this division are required to hold a Specialist Certificate in their particular subject field. In addition, extra courses are required in some subject fields.

The second division consists of those teachers who, although holding a four-year Honour Degree or its equivalent with 66% standing, do not meet the requirements of the Department of Education for a Type A or a Specialist Certificate.

The Endorsed Group

Admission to this group is a recognition that the teacher has taken the first step towards specialization. It may be reached by securing from the Department of Education an Endorsed Certificate in an academic subject or an Intermediate Certificate in Guidance, Music, Art, Commercial and other subjects obtained through Department of Education summer courses. For Vocational and Industrial Arts teachers, special qualifications have been stipulated.

This group also includes graduates of:

(1) a four-year university non-honour course;

(2) a three-year specialized university course, 66% standing or better; (the Certification Board shall consider a degree such as Mus.Bac. or B.P.H.E. acceptable for admission to this group);

(3) a university Honour course with standing below 66%.

The Basic Group

In general, the basic certificate for admission to Group One is the Interim High School Assistant's Certificate, Type B, or the Permanent High School Assistant's Certificate, or the Interim Vocational Certificate, Type B (formerly called Interim Ordinary Vocational Certificate), or the Permanent Ordinary Vocational Certificate.

Temporary qualifications such as a Letter of Permission, a Letter of Standing, or a Temporary Secondary School Teacher's Certificate, shall not entitle the teacher to be placed in a group.

The following tables summarize the number of courses, standing and average time requirements for each of the 4 groups in the 12 subject areas.

GROUP I

Number of Courses, Standing and Average Time Requirements

Academic:	Pass B.A., 3 years, and 1 year O.C.E.
Art:	Pass degree (3 years) and 1 year O.C.E.
Auxiliary Education:	Pass degree and 1 year O.C.E.
Commercial:	University degree and 1 year O.C.F.
Guidance:	Pass B.A., 3 years and 1 year O.C.E.
Home Economics:	Pass B.A. (3 years) and 1 year at O.C.E. <i>OR</i> Intermediate Certificate and no degree (4 summer courses)
Industrial Arts:	Successful completion of teacher training plus 1 year O.C.E. and 1 summer course
Library:	Pass degree and 1 year O.C.E.
Music:	Pass degree (3 years) and 1 year O.C.E.
Physical Education:	Pass degree and 1 year O.C.E.
Vocational (Art):	Trade experience and 1 year at O.C.E.
Vocational (Technical):	Trade experience and 1 year at O.C.E.

GROUP II

Number of Courses, Standing and Average Time Requirements

Academic:	A total of 5 university courses—66% for an endorsed certificate
Art:	3 summer courses
Auxiliary Education:	2 summer courses
Commercial:	4 summer courses
Guidance:	2 summer courses
Home Economics:	University degree and Intermediate certificate (4 summer courses) <i>OR</i> B.A. in Home Economics from the General Course
Industrial Arts:	8 Grade 13 papers including English Composition and English Literature
Library:	2 summer courses
Music:	Approved Music Diplomas: A.T.C.M., A.R.C.T., A.R.C.O., L.R.S.M., A.Mus., Mus.G.Paed., Specialist Music Certificate from Queen's University
Physical Education:	Intermediate Certificate (2 summer courses)
Vocational (Art):	A.O.C.A. or equivalent degree after at least six Grade 13 papers <i>OR</i> Ordinary Vocational Certificate (Art) plus six Grade 13 papers including English Composition.
Vocational (Technical):	6 Grade 13 papers including English Composition <i>OR</i> 5 university courses or technological courses or combination thereof

GROUP III

Number of Courses, Standing and Average Time Requirements

Academic:	Usually 5 university courses—66%
Art:	1 summer course
Auxiliary Education:	1 summer course plus 2 university courses <i>OR</i> H.S.A. Type B Endorsed, and Thesis
Commercial:	2 summer courses and related winter work. Office experience required
Guidance:	2 university courses or Type B Endorsed and 1 summer course plus Approved Thesis
Home Economics:	University degree and Specialist certificate <i>OR</i> 4-year Honour Degree
Industrial Arts:	3 summer courses and related winter work
Library:	1 summer course plus 2 university courses—66% in each or H.S.A. Type B Endorsed and a Thesis
Music:	Specialist Certificate plus 3-year pass degree
Physical Education:	Specialist (1 summer course) plus 3 university courses related to Physical and Health Education
Vocational (Art):	2 summer courses and related winter work
Vocational (Technical):	2 summer courses and related winter work

GROUP IV

Number of Courses, Standing and Average Time Requirements

Academic:	5 additional university courses—66% in each
Art:	Pass Degree plus 5 university courses—66% in each <i>OR</i> 5 approved Art Courses or combination thereof
Auxiliary Education:	Pass degree plus 5 university courses—66% in each
Commercial:	Specialist with 4-year degree and 2 university courses—66% in each or Specialist with 3-year degree and 2-5 university courses—66% in each depending on type of Specialist Certificate
Guidance:	5 university courses—66% in each
Home Economics:	Honour degree in Home Economics (4 years) and 1 year at O.C.E.
Industrial Arts:	Any acceptable university degree
Library:	Pass degree plus 5 university courses—66% in each
Music:	Specialist Certificate and a university degree plus 5 university courses—66% in each <i>OR</i> An Associate or Licentiate Diploma in Music, such as A.T.C.M., A.R.C.T., A.R.C.O., or L.R.S.M., A.Mus., Mus.G. Paed.
Physical Education:	B.P.E. or B.P.H.E.—66% plus 5 university courses—66% in each <i>OR</i> B.A. and B.P.H.E. or B.P.E.—66% in both <i>OR</i> Group 3 plus 5 university courses—66% in each
Vocational (Art):	5 university courses or 5 approved art courses or combination of above
Vocational (Technical):	5 university courses or 5 technological courses—66% in each or combination of above

Procedure

There are two certification bodies, the Certification Board, and the Standing Committee on Teacher Certification.

The Certification Board

The Certification Board shall be composed of at least three members appointed annually by the Provincial Executive of the O.S.S.T.F. One member of the Board shall be named Secretary.

The Board shall assess qualifications in accordance with Certification Policy as adopted by the Annual Assembly, 1958, and subsequently amended.

The Board's function shall be to assess certificates, degrees, diplomas and courses which are submitted to it by teachers. It will have the authority to issue a Certification Statement indicating a teacher's placement in one of the four groups.

When a teacher completes the require-

ments for admission to a higher group, he shall submit proof of the new qualifications to the Certification Board for assessment. If the requirements for the higher group have been met, the Certification Board shall issue a new Certification Document.

The Certification Board shall furnish to a teacher on his request a statement of the teacher's group in an area other than that in which he holds his highest qualification.

The Certification Board shall draw to the attention of the Standing Committee on Teacher Certification any areas in the chart requiring clarification as to meaning or intent; it shall report its progress to the Standing Committee on request.

The Standing Committee on Certification

The second certification body is the Standing Committee on Teacher Certification. This committee is established annually by the Provincial Executive, under Article VI, Section 6, of the Constitution of the O.S.S.T.F. It shall be empowered to hear appeals by teachers from ratings by the Certification Board and shall instruct the Certification Board to implement the decision of the Standing Committee on Teacher Certification in each case of appeal. Appeals by a teacher from the Cer-

tification Board rulings to the Certification Committee shall be addressed to the Certification Committee and shall be fully documented. A member has the right to appear before the Committee in person to support his appeal.

A member of the O.S.S.T.F. has the right to bring before the Annual Assembly an appeal from a decision of either the Certification Board or the Standing Committee on Teacher Certification.

Policies Governing Initiation of Certification Plan

1. The Certification Board has the power to make alterations to meet changes in university degrees or departmental regulations. Alterations of this type shall be taken to the next Annual Assembly for ratification.

2. Details of a minor nature, not affecting the principles of the plan, shall be referred to the Committee.

3. Any teacher who holds a Type A or a Specialist Certificate in more than one subject field shall be placed in Group 4.

4. Equivalent standing with respect to all certificates and degrees shall be acceptable at the discretion of the Certification Board.

5. All teachers who hold a Type A or a Specialist Certificate on September 1, 1959, shall be in Group 3, except those who qualify for Group 4.

6. Universities of Ontario shall be urged to offer Honour Degree courses in their summer sessions.

7. Amendments covering matters affecting the underlying principles of the Certification Chart and/or changes within the Chart which disturb the equality of the various columns shall be voted on only after one full year of notice.

8. The establishment of a fifth group is opposed.

9. All teachers who hold a Type A or a Specialist Certificate in an academic subject area and an Honour Degree on September 1, 1959, shall be in Group 4 irrespective of the standing obtained upon graduation from an Honour course.

10. Teachers holding a Temporary Secondary School Teaching Certificate, Letter of

Standing, or a Letter of Permission shall not be given a certification grouping.

11. A teacher who holds a four-year Honour Degree or its equivalent with first or second class Honours and High School Assistant's Certificate, a Permanent or interim H.S.A., Type B, shall be placed in Group 3.

12. A teacher shall be rated in a special subject area—Agriculture, Guidance, Industrial Arts, Home Economics, Physical and Health Education, Music, Art, Commercial, Library, and Auxiliary Education—only if he holds at least an Elementary Certificate in that subject area.

13. The Committee strongly believed that when the Ontario Secondary School Teachers' Federation legislated a fairer and stricter system of certification to remove some of the inequities of the past, there was no good reason for creating new injustices or undue hardships for those members who might be adversely affected. The O.S.S.T.F. had to recognize a fraternal obligation to present members as well as to future members. Consequently, the Certification Board shall recognize experience in the following fashion: For a full 8 years successful experience—1 course; for 12 years—2 courses; for 16 years—3 courses; for 20 years—4 courses; for 24 years—5 courses.

Experience shall be recognized in all subject areas but only for those teachers applying for Group Four. A teacher may apply for recognition of his experience to a maximum of five courses. The experience allowance shall be calculated as of September 1, 1959. No allowance shall be made for experience subsequent to September 1, 1959.

Years of experience shall be calculated from *Schools and Teachers in the Province of Ontario, Part II* (The Blue Book), issued by the Department of Education, subject to correction of error or omission on appeal by the teacher to the Certifica-

tion Board. Experience in teaching in both elementary and secondary schools shall be allowed. War service shall count towards years of experience. Experience in teaching in places other than Ontario shall count. Teaching experience, full or part-time, at a university shall be considered by the Certification Board but not employment on the staff of a university in any other capacity. Each application shall be decided on its own merits.

In the case of applicants wishing to enter Group Four, consideration shall be given to summer courses and refresher courses for which the teacher produces satisfactory, documented evidence.

The Annual Assembly of 1962 approved delimiting of the Allowance for Experience as of June 30, 1967, after which date the use of experience to move to Group 4 shall be withdrawn from Certification Policy.

Responsibility of Members

It is the sole responsibility of the individual member to apply for a change of group. Although the Ontario College of Education and the Department of Education have a record of new certificates, these are not automatically brought to the attention of the Certification Board.

When a member has successfully completed the requirements for a higher group, he shall submit to the Certification Board his new certificates or proof of additional courses completed. Photostatic copies are acceptable.

A member should submit a statement from the organization which has offered the course, giving the date, the content, standing received, and other pertinent details about the course. However, it is not necessary to submit details of courses listed in current Ontario university calendars. Detailed information about summer

courses offered by the Department of Education is not required; however, a member must submit any certificates obtained through Department of Education summer courses. This information should be addressed to The Chairman, Certification Board, O.S.S.T.F., 1260 Bay Street, Toronto 5, Ontario.

All enquiries regarding the requirements for any academic or vocational certificate should be directed to The Registrar, Ontario College of Education, 371 Bloor Street West, Toronto 5, Ontario.

All enquiries concerning other certificates and summer courses should be directed to the Department of Education.

All enquiries concerning Certification should be directed to The Chairman, Certification Board, O.S.S.T.F., 1260 Bay Street, Toronto 5, Ontario.

Academic

Group 1

Permanent H.S.A., or Interim H.S.A. Type B, Certificate

Group 2

(a) Permanent H.S.A. Endorsed, or Interim H.S.A. Type B Endorsed, Certificate

— OR —

(b) Permanent H.S.A., or Interim H.S.A. Type B, Certificate with 4-year university degree

— OR —

(c) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Intermediate Agriculture Certificate

— OR —

(d) Permanent H.S.A., or Interim H.S.A. Type B Certificate plus Successful completion of all the requirements for admission to Type A Examinations

— OR —

(e) Permanent H.S.A., or Interim H.S.A. Type B, Certificate with a concentration of 15 credits (66% average) in a single academic subject area or 24 credits (66% average) in two academic subject areas

Group 3

(a) High School Specialist, or Interim H.S.A. Type A, Certificate

— OR —

(b) Permanent H.S.A., or Interim H.S.A. Type B, Certificate with Honour Degree (1st or 2nd class honours)

Group 4

(a) High School Specialist, or Interim H.S.A. Type A, Certificate plus 5 related university courses (66% in each) additional to the admission requirements for the Type A. Certificate Course

— OR —

(b) High School Specialist, or Interim H.S.A. Type A, Certificate with Honour Degree (1st or 2nd class honours)

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Art

Group 1

Permanent H.S.A., or Interim H.S.A. Type B, Certificate

Group 2

Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Intermediate Art Certificate

Group 3

Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Specialist Certificate in Art

Group 4

- (a) Group 3 plus
5 university courses (66% in each)
— OR —
- (b) Group 3 plus
5 approved Art courses (66% in each)
— OR —
- (c) Group 3 plus
5 courses consisting of university courses (66% in each) and
approved Art courses (66% in each)
— OR —
- (d) Specialist Certificate in Art
with Honour Degree (1st or 2nd class honours)

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Auxiliary Education

Group 1

(a) Permanent H.S.A., or Interim H.S.A. Type B, Certificate

— OR —

(b) Ordinary Vocational, or Interim Vocational Type B, Certificate
(Occupational Training — General Subjects)

Group 2

Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Intermediate Auxiliary Education Certificate

Group 3

(a) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Specialist Certificate in Auxiliary Education plus 2 university courses

— OR —

(b) Permanent H.S.A. Endorsed, or Interim H.S.A. Type B Endorsed, Certificate plus Specialist Certificate in Auxiliary Education.

Group 4

(a) Group 3 plus 5 university courses (66% in each)

— OR —

(b) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Specialist Certificate in Auxiliary Education with Honour Degree (1st or 2nd class honours)

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Commercial

Group 1

- (a) Permanent H.S.A., or Interim H.S.A. Type B, Certificate
— OR —
- (b) Ordinary Vocational, or Interim Vocational Type B (Commercial Subjects — Skills Specified) Certificate

Group 2

Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Intermediate (Accountancy, Secretarial, or Commercial) Part II Certificate

Group 3

- (a) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Specialist (Accountancy, Secretarial, or Commercial) Certificate
— OR —
- (b) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus 4-year Honour Degree (1st or 2nd class honours) in a commercial course

Group 4

- (a) Permanent H.S.A., or Interim H.S.A. Type B, Certificate, plus Specialist (Accountancy or Secretarial) Certificate plus 5 university courses (66% in each)
— OR —
- (b) Permanent H.S.A. Endorsed, or Interim H.S.A. Type B Endorsed, Certificate plus Specialist (Accountancy and Secretarial) or Specialist Commercial, Certificate
— OR —
- (c) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Specialist (Accountancy and Secretarial) or Specialist Commercial, Certificate plus 2 university courses (66% in each)
— OR —
- (d) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Specialist (Accountancy or Secretarial) Certificate with 4-year degree plus 2 university courses
— OR —
- (e) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Specialist (Accountancy, Secretarial, or Commercial) Certificate with Honour Degree (1st or 2nd class honours)

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Guidance

Group 1

Permanent H.S.A., or Interim H.S.A. Type B, Certificate

Group 2

Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus
Intermediate Guidance Certificate

Group 3

(a) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus
Specialist Certificate in Guidance plus
2 university courses

— OR —

(b) Permanent H.S.A. Endorsed, or Interim H.S.A. Type B Endorsed,
Certificate plus
Specialist Certificate in Guidance

Group 4

(a) Group 3 plus
5 university courses (66% in each)

— OR —

(b) Permanent H.S.A., or Interim H.S.A. Type B, certificate plus
Specialist Certificate in Guidance
with Honour Degree (1st or 2nd class honours)

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Home Economics

Group 1

- (a) Permanent H.S.A., or Interim H.S.A. Type B, Certificate
- OR —
- (b) Intermediate Certificate in Home Economics

Group 2

- (a) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus Intermediate Certificate in Home Economics
- OR —
- (b) Permanent H.S.A., or Interim H.S.A. Type B, Certificate with a degree in Home Economics

Group 3

- (a) Permanent H.S. Specialist's in Home Economics, or Interim H.S.A. Type A in Home Economics, Certificate
- OR —
- (b) Permanent H.S.A., or Interim H.S.A. Type B, Certificate with Honour Degree in Home Economics (1st or 2nd class honours)

Group 4

- (a) Permanent H.S. Specialist's in Home Economics, or Interim H.S.A. Type A in Home Economics, Certificate plus 5 university course (66% in each) additional to the admission requirements for the Type A Certificate Course
- OR —
- (b) Permanent H.S. Specialist's in Home Economics, or Interim H.S.A. Type A in Home Economics, Certificate with an Honour Degree in Home Economics (1st or 2nd class honours)

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Industrial Arts

Group 1

(a) Permanent H.S.A., or Interim H.S.A. Type B, Certificate

— OR —

(b) Intermediate Industrial Arts Certificate

Group 2

Intermediate Industrial Arts Certificate plus

8 Grade 13 papers including English Composition and English Literature

Group 3

Specialist Certificate in Industrial Arts plus

8 Grade 13 papers including English Composition and English Literature

Group 4

Specialist Certificate in Industrial Arts
with an acceptable university degree

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Library

Group 1

Permanent H.S.A., or Interim H.S.A. Type B Certificate

Group 2

Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus
Intermediate Certificate in School Librarianship

Group 3

- (a) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus
Specialist Certificate in School Librarianship plus
2 university courses

— OR —

- (b) Permanent H.S.A. Endorsed, or Interim H.S.A. Type B
Endorsed, Certificate plus Specialist Certificate in School
Librarianship

— OR —

- (c) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus
a degree in Library Science

Group 4

- (a) Specialist Certificate in School Librarianship
with Honour Degree (1st or 2nd class honours)

— OR —

- (b) Group 3 plus
5 university courses (66% in each)

— OR —

- (c) Degree in Library Science plus
Honour Degree (1st or 2nd class honours)

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Music

Group 1

- (a) Permanent H.S.A., or Interim H.S.A. Type B, **Certificate**
— OR —
- (b) Intermediate Vocal or Instrumental Music Certificate

Group 2

- (a) Specialist in Vocal or Instrumental Music, or Interim H.S.A. Type A in Vocal or Instrumental Music, **Certificate**
— OR —
- (b) Intermediate Vocal or Instrumental Music Certificate plus University degree
— OR —
- (c) Permanent H.S.A. or Interim H.S.A. Type B, Certificate with a university degree plus an approved Music Diploma
— OR —
- (d) Permanent H.S.A., or Interim H.S.A. Type B, Certificate and Mus. Bac. degree (66%)

Group 3

- (a) Specialist Certificate in Vocal or Instrumental Music plus a university degree
— OR —
- (b) Intermediate Vocal or Instrumental Music Certificate plus an Honour Degree (1st or 2nd class honours)

Group 4

- (a) Specialist in Vocal or Instrumental Music, or Interim H.S.A. Type A in Vocal or Instrumental Music, **Certificate**, plus an Honour Degree (1st or 2nd class honours)
— OR —
- (b) Specialist in Vocal or Instrumental Music, or Interim H.S.A. Type A in Vocal or Instrumental Music, **Certificate**, plus a university degree plus 5 courses (66% in each) either university courses or approved music courses.
— OR —
- (c) Specialist in Vocal or Instrumental Music, or Interim H.S.A. Type A in Vocal or Instrumental Music, **Certificate** plus a university degree plus an approved Music Diploma

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Physical Education

Group 1

Permanent H.S.A., or Interim H.S.A. Type B, Certificate

Group 2

- (a) Intermediate Physical and Health Education Certificate, Type A, plus a university degree
— OR —
- (b) Permanent H.S.A. or Interim H.S.A. Type B Certificate plus a degree in Physical Education (66%) or a four-year degree in Physical Education

Group 3

- (a) Specialist or Interim H.S.A. Type A Certificate in Physical and Health Education plus a degree in Physical and Health Education
— OR —
- (b) Specialist, or Interim H.S.A. Type A, Certificate in Physical and Health Education plus 3 university courses related to Physical Education
— OR —
- (c) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus an Arts degree (66%) plus a degree in Physical Education (66%)
— OR —
- (d) Permanent H.S.A., or Interim H.S.A. Type B, Certificate plus 4-year Honour Degree in Physical Education (1st or 2nd class honours)

Group 4

- (a) Specialist, or Interim H.S.A. Type A, Certificate in Physical and Health Education with Honour Degree (1st or 2nd class honours)
— OR —
- (b) Specialist, or Interim H.S.A. Type A, Certificate in Physical and Health Education plus an Arts degree (66%) plus a degree in Physical Education (66%)
— OR —
- (c) Group 3 plus 5 university courses (66% in each)

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Vocational (Art)

Group 1

Ordinary Vocational (Art), or Interim Vocational Type B (Art),
Certificate

Group 2

Ordinary Vocational (Art), or Interim Vocational Type B (Art),
Certificate plus
6 Grade 13 papers including English Composition

Group 3

Vocational Specialist Certificate (Art) plus
6 Grade 13 papers or approved courses, including English Composition

Group 4

(a) Group 3 plus
A.O.C.A. diploma

— OR —

(b) Group 3 plus
5 university courses

— OR —

(c) Group 3 plus
5 approved Art courses

— OR —

(d) Group 3 plus
5 courses consisting of a minimum of two university courses and
up to three approved Art courses

— OR —

(e) Group 3 plus
an acceptable university degree

For a ruling on qualifications considered to be equivalent to any stated requirement,
the relevant documents should be submitted to the Certification Board for evaluation.

Vocational (Technical)

Group 1

- (a) Ordinary Vocational, or Interim Vocational Type B, Certificate
— OR —
- (b) Vocational Certificate, Type B (Occupational Training — Practical Subjects Specified)

Group 2

- (a) Ordinary Vocational, or Interim Vocational Type B, Certificate plus
6 grade 13 papers including English Composition
— OR —
- (b) Ordinary Vocational, or Interim Vocational Type B, Certificate
5 university courses
— OR —
- (c) Ordinary Vocational, or Interim Vocational Type B, Certificate plus
5 technological courses
— OR —
- (d) Ordinary Vocational, or Interim Vocational Type B, Certificate plus
Successful completion of all departmental requirements for admission to the Vocational Certificate Type A Course

Group 3

Vocational Specialist Certificate plus
6 Grade 13 papers, or approved courses, including English Composition

Group 4

- (a) Group 3 plus
an acceptable university degree
— OR —
- (b) Group 3 plus 5 university courses
— OR —
- (c) Group 3 plus 5 courses consisting of a minimum of two university courses and up to three technological courses
— OR —
- (d) Group 3 plus
P.Eng. (Professional Engineer)

For a ruling on qualifications considered to be equivalent to any stated requirement, the relevant documents should be submitted to the Certification Board for evaluation.

Group Requirements by Subject Areas

Academic

Group 1:

To obtain an Interim High School Assistant's Certificate, Type B, a candidate must hold an acceptable university degree and fulfil the attendance and examination requirements at the Ontario College of Education.

Group 2:

(1) A member holding an Interim H.S.A. Certificate, Type B, or a Permanent H.S.A. Certificate, and a university degree requiring four years' university study shall be admitted to this group.

(2) A member who holds an Interim H.S.A. Certificate, Type B (Endorsed) or a Permanent H.S.A. Certificate, (Endorsed), shall be admitted to this group.

(3) A member who holds an Interim H.S.A. Certificate, Type B, or a Permanent H.S.A. Certificate, and an Intermediate Agriculture Certificate shall be admitted to this group.

(4) Admission to Type A examinations by Section 1 (b) of the O.C.E. pamphlet, "Academic Requirements for Admission to Courses and Examinations, etc," admits the candidate to Group 2. When the Interim Type A or Specialist Certificate is obtained, the individual shall be placed in Group 3.

For an explanation of the Endorsed Certificate see the Glossary.

Group 3:

(1) A member holding an Interim H.S.A. Certificate, Type A, or a Specialist's Certificate obtained by meeting the requirements in Section 1 (b) shall be

placed in this group. If the member also holds an Honour Degree or its equivalent he shall be placed in Group 4.

(2) A member who holds an Honour Degree with at least second-class standing, but who does not meet the requirements for admission to Type A examinations, shall be placed in this group.

(3) A member holding the equivalent of an Honour Degree, with second-class standing, but who does not hold an Interim H.S.A. Certificate, Type A, or a Specialist's Certificate, shall be placed in this group.

(4) A member who graduated from an Honour course with third-class standing and has taught successfully for five years, may obtain admission to Type A examinations and seminars in academic subjects. Inquiries should be directed to The Registrar, Ontario College of Education. If the member obtained the Interim H.S.A. Certificate, Type A, after September 1, 1959, he will be placed in Group 3.

(5) A member not holding an Honour Degree but admitted to Type A examinations under the agreement between his university and the Ontario College of Education shall be placed in Group 3. (Note that this agreement expired June 30, 1960.)

For an explanation of the equivalent of an Honour Degree, see the Glossary.

Group 4:

(1) A member who holds an Interim H.S.A. Certificate, Type A, or a Specialist Certificate and an Honour Degree or its equivalent, with second-class honours or better, shall be placed in this group.

(2) A member who holds an Interim H.S.A, Type A, or a Specialist Certificate with third-class honours in an Honour course is required to obtain standing (66%) in each of five additional university courses related to the specialty or to rewrite the final examinations of his Honour course to obtain 66% in each course. Inquiries regarding the acceptability of the five additional courses should be directed to the O.S.S.T.F. Certification Board. This Board shall give a broad interpretation to the word "related."

If the member obtained his H.S.A. Certificate, Type A, or Specialist Certificate

prior to September 1, 1959, he shall not be required to obtain standing in five additional courses.

(3) A member who holds an Interim H.S.A. Certificate, Type A, or Specialist Certificate obtained by meeting the requirements of Section 1 (b) of the pamphlet "Academic Requirements, etc." is required to obtain standing (66%) in each of five additional university courses related to his specialty. Inquiries regarding the acceptability of the courses should be directed to the Certification Board, who shall give a broad interpretation to the word "related."

Art

Group 1:

Successful completion of one Departmental summer session entitles a teacher to an Elementary Art Certificate.

When a member submits evidence to the Certification Board that he holds an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, and an Elementary Art Certificate, he shall be placed in Group 1.

Group 2:

Successful completion of two Departmental summer sessions entitles a teacher to an Intermediate Art Certificate.

When a member submits evidence to the Certification Board that he holds an Intermediate Art Certificate with a Pass Degree, and an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, he shall be placed in Group 2.

Group 3:

The successful completion of an additional Departmental summer session en-

titles a teacher to a Specialist Certificate in Art.

When a member submits evidence to the Certification Board that he holds an Interim Specialist Certificate in Art with a Pass Degree, he shall be placed in Group 3.

Group 4:

(1) When a member submits evidence to the Certification Board that he holds an Interim Specialist Certificate in Art with an Honour Degree, or equivalent, first or second class standing, he shall be placed in Group 4.

(2) When a member submits evidence to the Certification Board that he holds an Interim Specialist Certificate in Art with a Pass Degree plus five university courses (66% in each) *or* five approved Art courses or a combination thereof, he shall be placed in Group 4.

When a member wishes to determine whether the courses he proposes to offer in Group 4 (2) are acceptable, he shall apply to the Certification Board for a ruling.

Auxiliary Education

Group 1:

The successful completion of one Departmental summer session shall entitle a teacher to an Elementary Auxiliary Education Certificate.

(1) When a member submits evidence to the Certification Board that he holds an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, and an Elementary Auxiliary Education Certificate, he shall be placed in Group 1.

(2) When a member submits evidence to the Certification Board that he holds an Interim Vocational Certificate, Type B—Occupational Training (General Subjects), he shall be placed in Group 1.

For an explanation of the requirements for the Interim Vocational Certificate, Type B—Occupational Training (General Subjects), see the Glossary.

Group 2:

The successful completion of a second Departmental summer session shall entitle a teacher to an Intermediate Auxiliary Education Certificate.

When a member submits evidence to the Certification Board that he holds an Intermediate Auxiliary Education Certifi-

cate and an acceptable university degree, and an H.S.A Certificate, Type B, he shall be placed in Group 2.

Group 3:

When a member submits evidence to the Certification Board that he holds an Interim Specialist Certificate in Auxiliary Education and a Pass Degree with an Interim High School Assistant's Certificate, Type B, plus two additional university courses, *or* with an Interim High School Assistant's Certificate, Type B, (Endorsed), he shall be placed in Group 3.

Group 4:

(1) When a member submits evidence to the Certification Board that he holds an Interim Specialist Certificate in Auxiliary Education and an Honour Degree or equivalent, first or second class standing, he shall be placed in Group 4.

(2) A member who holds a Specialist Certificate in Auxiliary Education with a Pass Degree, and who was admitted to Group 3 by virtue of holding a High School Assistant's Certificate, Type B (Endorsed), *or* a High School Assistant's Certificate, Type B, plus two university courses, shall be placed in Group 4 when he submits evidence to the Certification Board that he has completed five additional university courses with 66% in each.

Commercial

Group 1:

(1) When a member submits evidence to the Certification Board that he holds an H.S.A. Certificate, Type B, and an Elementary Commercial Certificate or an Intermediate Part I (Accountancy, Secretarial, or Commercial) Certificate, he shall be placed in Group 1.

(2) When a member submits evidence to the Certification Board that he holds a

Vocational Certificate, Type B—Commercial Subjects (skills specified), he shall be placed in Group 1. This member may not be placed in Group 2 or higher until the requirements for Group 2 have been fulfilled.

Group 2:

The requirements for an Intermediate (Accountancy or Secretarial) Part II Certificate are usually at least two Depart-

mental summer sessions and one extra-mural winter session; for the Intermediate Commercial Part II Certificate, three Departmental summer sessions and one extra-mural winter session.

(1) When a member submits evidence to the Certification Board that he holds an Intermediate (Accountancy, Secretarial, or Commercial) Part II Certificate plus an acceptable university degree *and* an H.S.A. Certificate, Type B, he shall be placed in Group 2.

(2) A member who holds a degree such as C.A. or C.P.A. and at least an Elementary Commercial Certificate or Part II of the Accountancy, Secretarial, or Commercial Certificate, upon application to the Certification Board, shall be placed in Group 2.

Group 3:

Requirements for an Interim Specialist (Accountancy, Secretarial, or Commercial) Certificate are usually an additional two Departmental summer sessions and one extra-mural winter session.

(1) When a member submits evidence to the Certification Board that he holds an Interim Specialist Certificate (Accountancy, Secretarial, or Commercial) with a Pass Degree and an H.S.A. Certificate, Type B, he shall be placed in Group 3.

(2) When a member submits evidence to the Certification Board that he holds an Honour Degree in a commercial course, first or second class standing, or the equivalent of an Honour Degree, first or second class standing, and at least an Elementary

Commercial Certificate or an Intermediate (Accountancy, Secretarial, or Commercial) Part I Certificate, he shall be placed in Group 3.

Group 4:

(1) When a member submits evidence to the Certification Board that he holds an Interim Specialist (Accountancy, Secretarial, or Commercial) Certificate with an Honour Degree, or equivalent, first or second class standing, he shall be placed in Group 4.

(2) When a member submits evidence to the Certification Board that he holds an Interim Specialist (Accountancy or Secretarial) Certificate plus a four-year degree and any two approved university courses (66% in each), he shall be placed in Group 4.

(3) When a member submits evidence to the Certification Board that he holds an Interim Specialist (Accountancy or Secretarial) Certificate with a three-year degree and any five approved university courses (66% in each), he shall be placed in Group 4.

(4) When a member submits evidence to the Certification Board that he holds an Interim Specialist (Accountancy *and* Secretarial) or Interim Specialist Commercial Certificate with a Pass Degree and an Interim High School Assistant's Certificate, Type B (Endorsed) or a Permanent High School Assistant's Certificate (endorsed), *or* any two approved university courses (66% in each), *or* a C.A. or C.P.A. he shall be placed in Group 4.

Guidance

Group 1:

All teachers who are qualified to teach in a secondary school in Ontario may be required to counsel pupils. Those teachers who desire special training in this area may apply for admission to the course leading to an Elementary Guidance Certificate. The regulations of the Ontario Department of Education require that the

applicant submit to the Deputy Minister evidence of two years of successful teaching experience, at least one of which shall have been in the Elementary or Secondary Schools of Ontario, certified by the Inspector concerned. Special regulations govern ex-service personnel applying for the Elementary Guidance Certificate. This certificate is obtained after successful com-

pletion of one summer session. The holder of an Elementary Guidance Certificate, upon application to the Certification Board, shall be placed in Group 1.

Group 2:

The successful completion of a second summer session entitles the teacher to an Intermediate Guidance Certificate. The holder of this certificate, upon application to the Certification Board, shall be placed in Group 2.

Group 3:

The Specialist Certificate in Guidance may be granted to a candidate after he has complied with the following regulations:

(a) The successful completion of a third summer session;

(b) The submission to, and acceptance by, the Director of Guidance Services of three typewritten copies of a report on an original study in the field of Guidance, an outline of which has been approved by the Director;

(c) Evidence of successful experience in Guidance, certified by the Inspector concerned and the Director of Guidance Services.

When a holder of a Specialist Certificate in Guidance submits to the Certification Board evidence that he has successfully completed two university courses beyond a three-year Pass Degree, or that he holds an H.S.A. Certificate, Type B, (Endorsed) he shall be placed in Group 3.

Teachers who hold a Specialist Certificate in Guidance obtained prior to September 1, 1959, do not need to submit proof of the additional requirements referred to above.

Group 4:

(1) A member who has obtained first or second class honours in an Honour course or its equivalent and holds a Specialist Certificate in Guidance and an H.S.A. Type B, Certificate shall be placed in Group 4.

(2) A member who has fulfilled the requirements for admission to Group 3 shall be placed in Group 4 after having obtained 66% standing in each of five additional university courses. These courses may be chosen from any subject area, and need not be limited to one subject field.

For an explanation of the requirements for an Endorsed Certificate, see the Glossary.

Home Economics

Group 1:

(1) When a member submits evidence to the Certification Board that she holds an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, and an Elementary Home Economics Certificate, she shall be placed in Group 1.

(2) When a member submits evidence to the Certification Board that she holds an Intermediate Certificate in Home Economics and either a First Class Certificate or an Elementary School Teacher's Certificate, but has no university degree, she shall be placed in Group 1.

Group 2:

(1) When a member submits evidence to the Certification Board that she holds an Intermediate Certificate in Home Economics with an acceptable university degree, and an Interim H.S.A. Certificate, Type B, she shall be placed in Group 2.

(2) When a member submits evidence to the Certification Board that she holds a Bachelor's degree in Home Economics from the General Course, and an Interim H.S.A. Certificate, Type B, she shall be placed in Group 2.

Group 3:

(1) When a member submits evidence to the Certification Board that she holds an Interim H.S.A. Certificate, Type A, or an Interim Specialist Certificate in Home Economics and an acceptable university degree, she shall be placed in Group 3.

(2) When a member submits evidence to the Certification Board that she holds a four-year Honour Degree or its equivalent, first or second class honours, she shall be placed in Group 3.

Group 4:

(1) When a member submits evidence to the Certification Board that she holds an Interim H.S.A. Certificate, Type A, or a Specialist Certificate in Home Economics and an Honour Degree, first or second

class honours, she shall be placed in Group 4.

(2) When a member submits evidence to the Certification Board that she holds an Interim H.S.A. Certificate, Type A, or a Specialist Certificate in Home Economics obtained by meeting the requirements of Section 1 (b) of the pamphlet "Academic Requirements, etc.", she shall be required to obtain standing (66%) in each of five additional university courses related to her specialty, or five university courses (66% in each) or a combination thereof.

DOMESTIC SCIENCE CERTIFICATES

The three-year Domestic Science Certificate offered by certain teachers from Great Britain is not considered to be the equivalent of a university degree.

Industrial Arts

Group 1:

The requirements for an Intermediate Industrial Arts Certificate are one summer course and a one-year course at the Ontario College of Education, with either an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, or a First Class Certificate or an Elementary School Teacher's Certificate.

When a member submits evidence to the Certification Board that he holds an Intermediate Industrial Arts Certificate and either a Permanent High School Assistant's Certificate, or an Interim High School Assistant's Certificate, Type B, or a First Class Certificate or an Elementary School Teacher's Certificate, he shall be placed in Group 1.

Group 2:

When a member submits evidence to the Certification Board that he holds an Intermediate Industrial Arts Certificate with either an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, or a First Class Certificate or an Elementary School Teacher's Certificate, and eight

Grade 13 papers including English Composition and English Literature, he shall be placed in Group 2.

Group 3:

The requirements for a Specialist Certificate in Industrial Arts are one year at O.C.E. with an Intermediate Certificate in Industrial Arts, or three summer courses and related winter work following a year's successful teaching after an Intermediate Industrial Arts Certificate.

When a member submits evidence to the Certification Board that he holds a Specialist Certificate in Industrial Arts, he shall be placed in Group 3.

Group 4:

When a member submits evidence to the Certification Board that he holds a Specialist Certificate in Industrial Arts and an acceptable university degree, he shall be placed in Group 4. The Certification Board shall rule on the acceptability of the degree.

A member who is an Associate of the Ontario College of Art (A.O.C.A.) shall submit to the Certification Board a transcript of the courses taken. The Certifica-

tion Board shall rule an A.O.C.A. diploma acceptable if the courses taken are relevant to Industrial Arts. If the diploma is ruled acceptable, the Certification Board

shall place the member in Group 4.

For an explanation of A.O.C.A., see the Glossary.

Library

Group 1:

A member who submits evidence to the Certification Board that he holds an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, and an Elementary Certificate in School Librarianship shall be placed in Group 1.

Group 2:

A teacher who has successfully completed two Departmental summer sessions shall be eligible for an Intermediate Certificate in School Librarianship.

A member who submits evidence to the Certification Board that he holds an Intermediate Certificate in School Librarianship with an acceptable university degree, and an H.S.A. Certificate, Type B, shall be placed in Group 2.

Group 3:

A teacher who holds an Intermediate Certificate in School Librarianship and has successfully completed a third Departmental summer session and has met the requirements of a thesis in the field of School Library Services shall be eligible for a Specialist Certificate in School Librarianship. A teacher who plans to secure this Certificate and who holds a degree of Bachelor of Library Science should refer to the regulations covering Special Services issued by the Department of Education.

(1) A member who submits evidence to the Certification Board that he holds an Interim Specialist Certificate in School Librarianship and holds either an Interim High School Assistant's Certificate, Type B (Endorsed), or a Pass Degree plus two additional university courses, 66% standing in each, shall be placed in Group 3.

(2) A member who holds a Pass Degree

and a degree in Library Science from an accredited library school, and an H.S.A. Certificate, Type B, shall be placed in Group 3.

The Certification Board shall examine a transcript of the courses taken toward a Library Science degree to assure themselves that the applicant successfully completed the work on School Libraries. If the School Libraries part of the course has not been taken, the Certification Board may withhold Group 3 from the applicant.

Group 4:

(1) A member who submits evidence to the Certification Board that he holds both an Interim Specialist Certificate in School Librarianship and an Honour Degree or equivalent, first or second class standing, shall be placed in Group 4.

(2) A member who has been placed in Group 3 by virtue of the fact that he holds an Interim Specialist Certificate in School Librarianship and a Pass Degree with an Interim High School Assistant's Certificate, Type B (Endorsed), or a Permanent High School Assistant's Certificate (Endorsed), or two university courses (66% in each), may qualify for admission to Group 4 by completing five additional university courses with 66% standing in each.

(3) A member who holds an Honour Degree, first or second class standing, and a degree in Library Science from an accredited library school shall be placed in Group 4.

The Certification Board shall examine a transcript of the courses taken toward a Library Science degree to assure themselves that the applicant successfully completed the work on School Libraries. If the School Libraries part of the course has not been taken, the Certification Board may withhold Group 4 from the applicant.

Music

Group 1:

References to Music Certificates shall include either Vocal or Instrumental qualifications or both.

The successful completion of two summer courses qualifies a teacher for an Intermediate Vocal or Instrumental Music Certificate.

(1) When a member submits evidence to the Certification Board that he holds an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, and an Elementary Music Certificate, he shall be placed in Group 1.

(2) When a member who does not have a university degree submits evidence to the Certification Board that he holds an Intermediate Music Certificate, he shall be placed in Group 1.

Group 2:

A teacher holding an Intermediate Vocal or Instrumental Music Certificate and a degree or diploma in Music acceptable to the Department of Education shall be eligible for an Interim Specialist Certificate in Vocal or Instrumental Music.

(1) When a member who does not have a university degree submits evidence to the Certification Board that he holds an Interim Specialist Certificate in Music, he shall be placed in Group 2.

(2) When a member submits evidence to the Certification Board that he holds an Intermediate Certificate in Music with an acceptable university degree, he shall be placed in Group 2.

(3) When a member submits evidence to the Certification Board that he holds an acceptable university degree and an approved music diploma, he shall be placed in Group 2.

The following diplomas have been recognized as approved music diplomas: A.T.C.M., A.R.C.T., A.R.C.O., L.R.S.M., A.Mus., Mus.G.Paed., Specialist Music Certificate from Queen's University.

(4) When a member submits evidence to the Certification Board that he holds an H.S.A Certificate, Type B, and a Mus.Bac. (66%), he shall be placed in Group 2.

For an explanation of the individual approved music diplomas, see the Glossary.

Group 3:

(1) When a member submits evidence to the Certification Board that he holds an Interim Specialist Certificate in Vocal or Instrumental Music and a Pass Degree, he shall be admitted to Group 3.

(2) When a member submits evidence to the Certification Board that he holds an Honour Degree in Music or its equivalent, first or second class standing, he shall be placed in Group 3.

The four-year Music Education degree offered by the University of Toronto has been approved as the equivalent of an Honour Degree.

Group 4:

(1) When a member submits evidence to the Certification Board that he holds an Interim Specialist Certificate in Vocal or Instrumental Music and an Honour Degree, first or second class standing, or its equivalent (66%), he shall be placed in Group 4.

(2) When a member submits evidence to the Certification Board that he holds an Interim Specialist Certificate in Vocal or Instrumental Music with a Pass Degree plus five university courses (66% in each) or five equivalent music courses (66% in each) or a combination thereof, he shall be placed in Group 4.

Each of the following associate or licentiate diplomas in music has been recognized as the equivalent of five university courses: A.T.C.M., A.R.C.T., A.R.C.O., L.R.S.M., A.Mus., Mus.G.Paed., Specialist Music Certificate from Queen's University.

A teacher of music wishing to obtain

credit for a course already taken should submit to the Certification Board a transcript showing the content of the course, its length, the standing obtained, and the year.

The Certification Board recognizes the Grade 10 Music Certificate as the equivalent of two university courses except where it has been used as a music degree requirement.

Physical Education

Group 1:

(1) When a member submits evidence to the Certification Board that he holds an Interim High School Assistant's Certificate, Type B, or a Permanent High School Assistant's Certificate, and an Elementary Certificate in Physical Education or Part I of the Intermediate Physical and Health Education Certificate, Type A, he shall be placed in Group 1.

Group 2:

Successful completion of one Departmental summer course shall qualify a teacher for Part I of the Intermediate Physical and Health Education Certificate, Type A.

Successful completion of a second Departmental summer course shall qualify a teacher for an Intermediate Physical and Health Education Certificate, Type A.

(1) When a member submits evidence to the Certification Board that he holds an acceptable university degree and an Intermediate Physical and Health Education Certificate, Type A, he shall be placed in Group 2.

(2) When a member submits evidence to the Certification Board that he holds a B.P.H.E. or B.P.E. with 66% standing, he shall be placed in Group 2.

(3) When a member submits evidence to the Certification Board that he holds a degree in Physical Education other than B.P.H.E. or B.P.E., the Certification Board shall rule on the acceptability of the degree submitted. If the degree and the standing are acceptable, the member shall be placed in Group 2.

Group 3:

The holder of an Intermediate Physical and Health Education Certificate, Type A, having successfully completed a third Departmental summer course and having met the requirements of the Department, may be granted an Interim Specialist Certificate in Physical and Health Education.

(1) When a member submits evidence to the Certification Board that he holds an Interim or Permanent Specialist Certificate in Physical and Health Education and a degree such as B.P.H.E. or B.P.E., he shall be admitted to Group 3.

(2) When a member submits evidence to the Certification Board that he holds an Interim or Permanent Specialist Certificate in Physical and Health Education obtained through summer courses and has successfully completed three university courses related to Physical Education, he shall be placed in Group 3. The Certification Board shall give a broad interpretation to the word "related". When a member wishes to determine if the courses he proposes to submit are acceptable, he shall apply to the Certification Board for a ruling. Cadet Courses are not acceptable as courses "related to Physical Education".

(3) When a member submits evidence to the Certification Board that he holds an Honour Degree in Physical and Health Education or its equivalent (1st or 2nd class honours), or a B.A. degree and a B.P.H.E. or B.P.E. with 66% standing in the final year of each degree, he shall be placed in Group 3.

Group 4:

(1) When a member submits evidence to the Certification Board that he holds an

Interim or Permanent Specialist Certificate in Physical and Health Education and an Honour Degree or its equivalent, first or second class standing, he shall be placed in Group 4.

(2) When a member submits evidence to the Certification Board that he holds an Interim or Permanent Specialist Certificate in Physical and Health Education and has a B.A. and a B.P.H.E. or a B.P.E., or other acceptable Physical Education degree, with first or second class standing in the final year of each degree, he shall be placed in Group 4.

(3) When a member submits evidence to the Certification Board that he holds an Interim or Permanent Specialist Certificate in Physical and Health Education and has a B.P.H.E., a B.P.E., or other acceptable degree in Physical Education, plus five university courses (66% in each) or five

approved Physical and Health Education courses (66% in each) or a combination thereof, he shall be placed in Group 4.

Applicants in the preceding group are urged to obtain standing in five courses in one subject field.

(4) When a member submits evidence to the Certification Board that he holds an Interim or Permanent Specialist Certificate in Physical and Health Education obtained through attendance at summer courses plus five university courses (66% in each) or five approved Physical and Health Education courses (66% in each) or combination thereof, he shall be placed in Group 4.

When a member wishes to determine if the courses he proposes to submit are acceptable, he shall apply to the Certification Board for a ruling.

Vocational (Art)

Group 1:

A member holding an Ordinary Vocational Certificate (Art) or a Permanent Vocational Certificate (Art) or an Interim Vocational Certificate, Type B (Art) shall be placed in Group 1. Admission to the course at O.C.E. leading to this certificate is normally based upon several years of successful trade experience. Outlines of the requirements may be obtained on application to The Registrar, Ontario College of Education.

Group 2:

(1) When a member submits evidence to the Certification Board that he holds an Ordinary Vocational Certificate (Art) or a Permanent Vocational Certificate (Art) or an Interim Vocational Certificate, Type B, (Art) and is an Associate of the Ontario College of Art (A.O.C.A.), or the equivalent, after Grade 13, he shall be placed in Group 2.

(2) When a member submits evidence to the Certification Board that he holds an Ordinary Vocational Certificate (Art) or a Permanent Vocational Certificate (Art) or an Interim Vocational Certificate, Type

B (Art) and is an Associate of the Ontario College of Art (A.O.C.A.) after Grade 12, with at least six Grade 13 papers including English Composition, he shall be placed in Group 2.

(3) When a member submits evidence to the Certification Board that he holds an Ordinary Vocational Certificate (Art) or a Permanent Vocational Certificate (Art) or an Interim Vocational Certificate, Type B (Art) with standing in at least six Grade 13 papers including English Composition, he shall be placed in Group 2.

For an explanation of A.O.C.A., or equivalent degree, see the Glossary.

Group 3:

A member holding an Ordinary Vocational Certificate (Art) or a Permanent Vocational Certificate (Art) or an Interim Vocational Certificate, Type B, (Art) may obtain an Interim Vocational Certificate, Type A (Art), or an Interim Vocational Specialist's Certificate (Art), after having fulfilled the following requirements:

- (a) Two years of successful teaching;
- (b) Two summer sessions and related winter work.

(1) When a member submits evidence to the Certification Board that he has been granted an Interim Vocational Certificate Type A, or an Interim Vocational Specialist's Certificate (Art), he shall be placed in Group 3.

(2) When a member who holds an Ordinary Vocational Certificate (Art) or a Permanent Vocational Certificate (Art) or an Interim Vocational Certificate, Type B, (Art) submits evidence to the Certification Board that he has an Honour Degree or its equivalent with first or second class honours, he shall be placed in Group 3.

For an explanation of the equivalent of an Honour Degree, see the Glossary.

Group 4:

(1) When a member submits evidence to the Certification Board that he holds an Interim Vocational Certificate, Type A (Art) or a Vocational Specialist's Certificate (Art) with an acceptable university degree, he shall be placed in Group 4.

(2) When a member submits evidence to the Certification Board that he holds an Interim Vocational Certificate, Type A, (Art) or a Vocational Specialist's Certificate (Art), and is an Associate of the Ontario College of Art (A.O.C.A.), or the equivalent, after Grade 12 with at least six Grade 13 papers including English Composition, he shall be placed in Group 4.

An applicant holding a diploma from an accredited college of Art other than the Ontario College of Art shall submit a complete transcript of his course to the Certification Board. The Board shall decide if the diploma submitted is equivalent to that granted by the Ontario College of Art.

(3) When a member submits evidence to the Certification Board that he holds an Interim Vocational Certificate, Type A, (Art) or a Vocational Specialist's Certificate (Art) and that he has successfully completed five university courses or five approved Art courses or combination thereof, he shall be placed in Group 4.

Vocational (Technical)

Group 1:

A member holding an Ordinary Vocational Certificate or a Permanent Vocational Certificate, or an Interim Vocational Certificate, Type B, shall be placed in Group 1. Admission to the course at O.C.E. leading to this certificate is normally based upon several years of successful trade experience. Outlines of the requirements may be obtained on application to The Registrar, Ontario College of Education.

A member who holds an Interim Vocational Certificate, Type B—Occupational Training (Practical subjects specified) shall be placed in Group 1.

For an explanation of the Occupational Training Certificates, see the Glossary.

Group 2:

(1) When a member holding an Ordinary Vocational Certificate or a Permanent Vocational Certificate or an Interim Vocational

Certificate, Type B, submits evidence of having successfully completed six Grade 13 papers of the general course including English Composition, he shall, upon application to the Certification Board, be placed in Group 2.

(2) When a member holding a Permanent Ordinary Vocational Certificate (or its equivalent) submits evidence of having successfully completed five university courses or five technological courses, or a combination thereof, he shall, upon application to the Certification Board, be placed in Group 2. (Note that a combination of Grade 13 papers and university or technological courses is not acceptable.)

For an explanation of technological courses, see the Glossary.

Group 3:

A member holding an Ordinary Vocational Certificate or a Permanent Vocational Certificate or an Interim Vocational

Certificate, Type B, may obtain an Interim Vocational Certificate, Type A, or a Vocational Specialist's Certificate after having fulfilled the following requirements:

- (a) Two years of successful teaching;
- (b) Two summer sessions and related winter work.

(1) When a member submits evidence to the Certification Board of having been granted an Interim Vocational Certificate, Type A, or a Vocational Specialist's Certificate, he shall be placed in Group 3.

(2) When a member who holds an Ordinary Vocational Certificate or a Permanent Vocational Certificate or an Interim Vocational Certificate, Type B, submits evidence to the Certification Board that he has an Honour Degree or its equivalent with first or second class honours, he shall be placed in Group 3.

For an explanation of an equivalent of an Honour Degree, see the Glossary.

Group 4:

(1) When a member submits evidence to the Certification Board that he holds both an Interim Vocational Certificate, Type A, or a Vocational Specialist's Certificate, and an acceptable university degree, he shall be placed in Group 4.

(2) When a member submits evidence to the Certification Board that he holds an Interim Vocational Certificate, Type A, or a Vocational Specialist's Certificate, and that he has successfully completed a combination of five university courses (50% in each) or technological courses (66% in each) of which two must be university courses in the humanities, he shall be placed in Group 4. No course may be counted twice.

(3) When a member submits evidence to the Certification Board that he holds both an Interim Vocational Certificate, Type A, or a Vocational Specialist's Certificate, and Professional Engineers' papers (P.Eng.), he shall be placed in Group 4.

Glossary

1. **"ACADEMIC REQUIREMENTS** for Admission to Courses and Examinations at The Ontario College of Education leading to The Interim High School Assistant's Certificate, Type A, as approved by The Minister of Education, Province of Ontario, 1963" — is the title of Circular 649, published by the Department of Education, which outlines the requirements which candidates must meet to qualify for The Interim High School Assistant's Certificate, Type A.
2. **ADMISSION TO TYPE A EXAMINATIONS:**—This phrase refers to the requirements outlined in the pamphlet described in (1) above.
3. **ANNUAL ASSEMBLY**—The O.S.S.T.F. Annual Assembly is the policy making body of the O.S.S.T.F. It is a meeting held once a year in December consisting of the Provincial Council and delegates elected by the District on the basis of one delegate for every 100 District members or major fraction thereof.
4. **A. MUS.**—Associate of the Western Ontario Conservatory of Music is a diploma conferred upon the successful candidate by the Western Ontario Conservatory of Music, University of Western Ontario.
5. **A.O.C.A.**—An Associate of the Ontario College of Art is a diploma conferred upon successful graduates of the Ontario College of Art.
6. **APPROVED ART COURSES**—A teacher requesting approval of the acceptability of art courses already taken or proposed to be taken shall submit to the Certification Board authenticated information giving the content of the course, the name of the instructor, the length, the standard required, and the year.
7. **A.R.C.O.**—Associate of the Royal College of Organists is a diploma conferred upon the successful graduate of the Royal College of Organists.
8. **A.R.C.T.**—Associate of the Royal Conservatory of Toronto is a diploma conferred upon a successful graduate of the Royal Conservatory of Music of Toronto.
9. **A.T.C.M.**—Associate of the Toronto Conservatory of Music is a diploma conferred upon a successful graduate of the Toronto Conservatory of Music, now known as the Royal Conservatory of Music of Toronto.
10. **BLUE BOOK**—The Blue Book is a common name for "Schools and Teachers in the Province of Ontario, Part II" issued by the Department of Education annually. This book lists the staffs of all the secondary schools in the Province, their certificates, salaries and years of experience.
11. **B.P.E.**—Bachelor of Physical Education is a degree conferred upon a successful graduate in a course in Physical and Health Education by Queen's University and McMaster University.
12. **B.P.H.E.**—Bachelor of Physical and Health Education is a degree conferred upon a successful graduate in a course in Physical and Health Education by the University of Toronto.
13. **C.A.**—C.A. is a title designated by The Institute of Chartered Accountants of Ontario to those candidates who have successfully completed the course and who have passed the final examinations of the Institute.

14. **CERTIFICATES FOR TEACHING IN ONTARIO —**

(a) **Elementary Certificate**—An Elementary Certificate in a special subject field is granted by the Department of Education according to the requirements as laid down from time to time by the Department. Usually, the requirements are one summer session. The Elementary Certificate has been replaced, in 1962, by the Intermediate Part I standing in many of the subject fields.

Details of the requirements may be obtained through a high school principal from the Department of Education.

(b) **Intermediate Certificate**—An Intermediate Certificate in a special subject field is granted by the Department of Education according to the requirements as laid down from time to time by the Department. Usually, the requirements are at least two summer sessions. The Intermediate Certificate is now known as the Intermediate Part II Certificate in many of the subject fields.

Details of the requirements may be obtained through a high school principal from the Department of Education.

(c) **Specialist Certificate**—A Specialist Certificate in a special subject field is granted by the Department of Education according to the requirements as laid down from time to time by the Department. Usually, the requirements are at least three summer sessions as well as a period of successful teaching experience. In addition, a thesis is required in certain subjects.

Details of the requirements may be obtained through a high school principal from the Department of Education.

Note: See also, *High School Assistant's Certificate, Type A*.

15. **CERTIFICATION**—A teaching certificate valid in Ontario secondary schools is issued by the Department of Education subject to completion of the requirements which may, from time to time, be amended. In addition to providing training for the basic teaching certificate, the Ontario Department of Education conducts summer courses and winter work leading to special certificates in all subject areas.

Under the O.S.S.T.F. Certification Plan, secondary school teachers are placed in one of four groups based on an assessment of the certificates held and the university training completed by the teacher. Years of experience may be used in certain cases to move from Group 3 to Group 4.

16. **CERTIFICATION BOARD**—The Certification Board is a Committee appointed annually by the Provincial Executive of the O.S.S.T.F. charged with the responsibility of grouping the secondary school teachers according to the Certification Plan as adopted and amended by the Annual Assembly.
17. **CERTIFICATION COMMITTEE**—(Standing Committee on Teacher Certification) The Certification Committee is appointed annually by the Provincial Executive of the O.S.S.T.F. The Committee is charged with the responsibility of reporting to the Annual Assembly for its consideration all matters affecting the Certification of secondary school teachers.
18. **CERTIFICATION RATING STATEMENT**—A Certification Rating Statement is issued by the Certification Board of the O.S.S.T.F. This document states the group of the teacher concerned according to the information available to the Certification Board. Normally, changes in the Certification Statement will be made by the Certification Board only at the request of the teacher.
19. **C.P.A.**—C.P.A. is a title designated by The Certified Public Accountants Association of Ontario to the successful candidates of the final examinations of that Association permitting the holder to obtain a licence to practise as a Public Accountant in the Province of Ontario.

20. **DEPARTMENT OF EDUCATION**—The Department of Education of the Provincial Government of the Province of Ontario is the governing body of public education in the Province. Its offices are located in the Parliament Buildings, Queen's Park, Toronto.

21. **ENDORSEMENT**—The endorsement of an Interim High School Assistant's Certificate, Type B, or the Permanent High School Assistant's Certificate, is controlled by the Department of Education. The Department of Education endorses either of the above-mentioned Certificates upon application by a teacher who meets the requirements.

The minimum academic requirements for endorsement are an average of second class honours in 5 university courses in one subject area (15 credits), or in 8 courses (24 credits), in two related subject areas. If the applicant holds standing in two related subject areas, he shall have standing in at least 3 courses (9 credits), in each subject of the combination. The courses may be completed as either undergraduate or post-graduate study.

If the courses were taken prior to January, 1958, the second class honour standing is not required but university credits must have been allowed for the courses. The courses may be at pass or honour level.

Endorsement is granted in any one of the following subjects or two related subjects ("related" is defined in terms of current Type A certificates): English, History, Geography, Latin, French, German, Greek, Spanish, Mathematics, Physics, Chemistry, Botany, Zoology, Science, and Home Economics.

Applicants should note that endorsement does not apply to non-academic subjects such as Music, Physical Education, Art, and Commercial.

Upon completion of the required number of courses, a member seeking endorsement of his H.S.A. Certificate, Type B, should apply to The Registrar, the Ontario College of Education.

22. **EQUIVALENT OF AN HONOUR DEGREE**—The Certification Board shall equate with an Honour Degree a four-year degree in a concentrated area of study with second class honours upon graduation. This definition of an Honour Degree is designed to enable the Certification Board to assess those four-year degrees which are awarded by faculties where the designation Honour Degree is not used.

23. **HONOUR DEGREE**—An Honour Degree is a degree conferred by most Ontario universities upon a successful graduate of a four years' course in a special area of study. To graduate with an Honour Degree a candidate is usually required to have an average of at least second class honours in his course work.

Graduates of other universities shall have their transcripts examined to determine if they possess equivalent qualifications.

Honour Degree equivalent is defined above.

24. **HIGH SCHOOL ASSISTANT'S CERTIFICATE, TYPE A**—For an Interim High School Assistant's Certificate, Type A, the teacher candidate must complete the professional course of training for this certificate at the Ontario College of Education which qualifies the holder to teach for five years as an Assistant in Ontario secondary schools.

A teacher who holds an Interim High School Assistant's Certificate, Type A, and who has taught successfully in Ontario for two years in the subject or subjects covered by the Certificate may be granted a Permanent High School Specialist Certificate, Type A.

A teacher who holds a High School Assistant's Certificate, Type A, or a High School Specialist Certificate is qualified to be Head of a Department in an Ontario Secondary School.

The requirements for this certificate are defined under "*Academic Requirements*".

25. **HIGH SCHOOL ASSISTANT'S CERTIFICATE, TYPE B**—For an Interim High School Assistant's Certificate, Type B, the teacher candidate must complete the professional course of training at the Ontario College of Education. The holder is qualified to teach for five years as an assistant in an Ontario Secondary School.

A teacher who holds an Interim High School Assistant's Certificate, Type B, and who has taught successfully in Ontario for two years in a secondary school or in Grades 9 and 10 of an elementary or separate school may be granted a Permanent High School Assistant's Certificate.

26. **LETTER OF STANDING**—Candidates who have fulfilled the requirements for admission to the course leading to the Interim High School Assistant's Certificate, Type B, and who are exempted by the Minister of Education from attendance at the Ontario College of Education on account of equivalent training in other provinces of Canada or in other countries of the British Commonwealth of Nations, may be granted a Letter of Standing by the Minister, valid for not more than one year from the date of issue, in a secondary school, or in Grades 9 and 10 of an elementary school.

On the statement of the Principal that the candidate has taught successfully for one year under the authority of a Letter of Standing, he may be recommended by the Inspector concerned for the Interim High School Assistant's Certificate, Type B.

27. **LETTER OF PERMISSION**—A Letter of Permission may be granted to a school board by the Department of Education to engage an unqualified person as a teacher in a secondary school in Ontario, and is valid for not more than one year from the date of issue.
28. **L.R.S.M.**—Licentiate of the Royal Schools of Music is a diploma conferred upon a successful graduate of the Royal Schools of Music, London, England.
29. **MUS. BAC.**—The degree of Bachelor of Music is conferred upon a successful graduate by the University of Toronto.
30. **MUS. G. PAED.**—Music Graduate in Pedagogy is a diploma in Music conferred upon the successful graduate by the University of Western Ontario.
31. **ONTARIO COLLEGE OF EDUCATION**—O.C.E. is the teacher training college for secondary school teachers for the Department of Education. It is controlled by the Department of Education and is operated by the University of Toronto. O.C.E. provides professional training for candidates for teaching certificates for Ontario secondary schools and conducts graduate courses in education leading to the following degrees: Bachelor of Education, Master of Education, and Doctor of Education.
32. **O.S.S.T.F.**—The Ontario Secondary School Teachers' Federation is the professional organization of all secondary school teachers of the Province. It is one of the affiliates of the Ontario Teachers' Federation established by the Teaching Profession Act, 1944, of the Province of Ontario.

The Provincial Offices of the O.S.S.T.F. are located in Federation House, 1260 Bay Street, Toronto 5, Ontario.

33. **O.V.E.A.**—The Ontario Vocational Education Association is an organization of vocational teachers within the Ontario Education Association. A special sub-

committee consisting of members of the O.V.E.A. and the Certification Committee of the O.S.S.T.F. evaluates for the Certification Board certain documents submitted by vocational teachers.

34. **PASS DEGREE**—A Pass Degree is a degree conferred by an Ontario university upon a successful graduate of a three years' course in which the candidate has completed studies in a variety of subject fields.
35. **PROVINCIAL COUNCIL**—The Provincial Council of O.S.S.T.F. prepares and recommends many of the policy matters to be considered by the Annual Assembly. Composed of the Provincial Executive, Provincial Advisory Board, members of the Secretariat, Director of Public Relations, Bulletin Editor, Chairman of the Board of Regents, Chairmen of Provincial Standing Committees, and Councillors elected by the Districts, the Provincial Council usually meets twice a year, once during the Easter vacation, and once in early fall.
36. **PROVINCIAL EXECUTIVE**—The Provincial Executive of the O.S.S.T.F. is elected by the Annual Assembly in December of each year and consists of the President, Past President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Treasurer, and Secretaries.
37. **TECHNOLOGICAL COURSES**—Technological courses is the name given by the Certification Committee to those courses taken by vocational teachers designed to broaden their knowledge in a vocational subject field.

A number of organizations and institutions including the Ontario Vocational Educational Association endeavour, from time to time, to arrange technological courses. These and other courses considered appropriate by O.S.S.T.F. members may be submitted to the certification committee for approval.

An advisory sub-committee to deal with technological courses has been created by the Certification Committee. This sub-committee will advise on the acceptability of the various technological courses submitted to the Certification Board for approval by members wishing to be placed in a higher group.

38. **T.S.S.**—A Temporary Secondary School Certificate is issued after one summer course and is valid only for the following school year. A candidate for admission to the course leading to a Temporary Secondary School Certificate must fulfill all the conditions of admission to the course for the Interim High School Assistant's Certificate, Type B, and also must submit evidence that he has accepted a contract offered by an Ontario secondary school board for the ensuing school year for a position which has been appropriately advertised and for which no fully qualified applicant is available.

The holder of such a certificate may secure an Interim High School Assistant's Certificate, Type B, by attending, on the recommendation of the principal and the high school inspector, a second summer course in the following year and by passing the examinations of that course.

39. **UP-GRADING**—The term "up-grading" is applied to those activities of a teacher who, having obtained a basic teaching certificate, seeks to improve his qualifications as a teacher by meeting the requirements of a higher group under the Certification Plan.
40. **VOCATIONAL CERTIFICATES**—There are three main classifications of Vocational Certificates issued by the Department of Education.

(a) **Vocational Certificate, Type A**—For an Interim Vocational Certificate, Type A, the teacher candidate must complete the professional course of training for this

certificate at the Ontario College of Education which qualifies the holder to teach for five years as an assistant in Ontario vocational schools.

A teacher who holds an Interim Vocational Certificate, Type A, and who has taught successfully in Ontario for two years in the subject or subjects covered by the Certificate may be granted a Permanent Vocational Certificate, Type A, or a Vocational Specialist's Certificate.

A teacher who holds a Vocational Certificate, Type A, or a Vocational Specialist's Certificate, is qualified to be Head of a Vocational Department in an Ontario Secondary School.

(b) Vocational Certificate, Type B—For an Interim Vocational Certificate, Type B, the teacher candidate must complete the professional course of training for this certificate at the Ontario College of Education which qualifies the holder to teach for five years as an assistant in an Ontario Secondary School. Admission to the course at O.C.E. leading to this certificate is normally based upon several years of successful trade experience. Outlines of the requirements may be obtained on application to The Registrar, Ontario College of Education.

A teacher who holds an Interim Vocational Certificate, Type B, and who has taught successfully in Ontario for two years in the subject or subjects covered by the Certificate, may be granted a Permanent Vocational Certificate, Type B (The Interim Vocational Certificate, Type B, was formerly known as the Ordinary Vocational Certificate; the Permanent Vocational Certificate, Type B, as the Permanent Vocational Certificate.)

(c) Vocational Certificate, Type B—Occupational Training—In 1962 the Department of Education announced that it would issue the following certificates in limited fields, providing licence to teach in specific subject areas only:

(1) Vocational Certificate, Type B—Commercial Subjects (skills specified)—Admission to courses leading to this certificate will be considered during emergency conditions only. Outlines of the requirements may be obtained on application to The Registrar, Ontario College of Education. The teacher candidate must complete the professional summer courses of training for this certificate, which qualifies the holder to teach for five years in the specified limited field.

A teacher who holds an Interim Vocational Certificate, Type B—Commercial Subjects (skills specified), and who has taught successfully in Ontario for two years in the subject or subjects covered by the Certificate, may be granted a Permanent Vocational Certificate, Type B—Commercial Subjects (skills specified), but may *not* proceed to a Vocational Specialist Certificate. To advance further, the holder will be required to obtain a university degree, the High School Assistant's Certificate, Type B, and the Specialist Commercial Certificate (Accountancy or Secretarial) if he desires to proceed to the latter.

(2) Vocational Certificate, Type B—Occupational Training (general subjects)—For an Interim Vocational Certificate, Type B—Occupational Training (general subjects), the teacher candidate must complete the professional summer courses of training, details of which may be obtained on application to The Registrar, Ontario College of Education. Admission requirements include an appropriate Elementary Teacher's Certificate plus a Specialist Certificate in Auxiliary Education, and a designated number of years of teaching experience in the Elementary Schools of Ontario. The holder of the Interim Vocational Certificate, Type B—Occupational Training (general subjects) is qualified to teach for five years in the specified limited field.

A teacher who holds an Interim Vocational Certificate, Type B—Occupational Training (general subjects), and who has taught successfully in Ontario for two years in the subjects covered by the Certificate, may be granted a

Permanent Vocational Certificate, Type B—Occupational Training (general subjects), but may *not* proceed to a Vocational Specialist Certificate. The teacher will be encouraged to complete a university degree and obtain the High School Assistant's Certificate, Type B.

(3) Vocational Certificate, Type B—Occupational Training (practical subjects specified)—For an Interim Vocational Certificate, Type B—Occupational Training (practical subjects specified), the teacher candidate must meet the requirements specified by the Department of Education and must complete three summer courses of professional training. Outlines of the requirements may be obtained on application to The Registrar, Ontario College of Education. The holder of an Interim Vocational Certificate, Type B—Occupational Training (practical subjects specified) is qualified to teach for five years in the specified subject field.

A teacher who holds an Interim Vocational Certificate, Type B—Occupational Training (practical subjects specified), and who has taught successfully in Ontario for two years in the subject or subjects covered by the Certificate, may be granted a Permanent Vocational Certificate, Type B—Occupational Training (practical subjects specified), and may continue to teach in the limited field. The holder of this Certificate will be given an opportunity to proceed to a Vocational Specialist Certificate, according to the requirements which will be determined by the Department of Education by the summer of 1965, when the first holders will obtain Permanent Certificates.

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